

Administrative Review Report

Believers in Christ Ministries, Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/30/2024	03/12/2024
On-Site Review	03/12/2024	03/13/2024
Site Selection Worksheet	01/30/2024	01/30/2024
Entrance Conference	03/12/2024	03/12/2024
Exit Conference	04/02/2024	04/02/2024

Commendations:

From the Public Health Nutritionist: Thank you to all staff at Believers in Christ Ministries for cooperation during this Administrative Review (AR). Your time and patience in working through this review is greatly appreciated. Thank you for serving your students and community.

From the Nutrition Program Consultant: Thank you to all of the staff at Believers in Christ Ministries for the warm welcome during the Administrative Review. Your Food Service Director exceeded requirements for where the Public Release must be listed and went above and beyond to advertise the Child Nutrition Programs to the community. The nutrition program staff connect well with the students and make mealtime a positive environment. Thank you for all that you do for your community.

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/15/2024 12:12 PM</p>	<p>Finding: The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs.</p> <p>Corrective Action: Provide a timeline for when a Special Dietary Needs procedure will be put in place and describe how it will be made available to households. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs policy template. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx).</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/09/2024 11:43 AM</p>	<p>Finding: Civil Rights training did not occur, or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1). All food service staff did complete the Civil Rights training, but the Authorized Representative did not complete Civil Rights training in the 2023-24 school year.</p> <p>Corrective Action: Provide the civil rights training to all staff that interact with program applicants, the training is located here: https://media.dpi.wi.gov/school-nutrition/civil-rights-training/story.html. Upload the sign in sheet with the name of the Authorized Representative and date the training was provided and include the Civil Rights training PowerPoint into SNACS.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/09/2024 11:52 AM</p>	<p>Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31.</p> <p>Corrective Action: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment, if posted on website to meet the requirements.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Compliance	
Question #	2	

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TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/25/2024 04:38 PM</p>	<p>Finding: The infant and preschool meal patterns require cereal to contain no more than 6 grams of total sugars per dry ounce. The Frosted Flakes cereal served to preschool students was above the sugar limit.</p> <p>Corrective Action: Discontinue serving the cereal that exceeds the sugar limit and replace it with a variety that meets the sugar limit. In addition, submit the Nutrition Facts labels for all cereals served to preschool students.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Dietary Specification Assessment Tool (Off Site Review)	
Question #	2	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/26/2024 03:01 PM</p>	<p>Finding: The daily minimum requirement for milk was not met for the 9-12 grade group meal pattern for lunch during the review period. Milk was not recorded on the production records and milk temperatures, or the milk cooler temperatures were not recorded to confirm milk was being served to students. The following represents the planned portion sizes: Monday (0 cups), Tuesday (0 cups), Thursday (0 cups) and Friday (0 cups). The daily minimum requirement for 9-12 grade is 1 cup of milk. In addition, the weekly minimum requirement for milk was not met for the 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: 1 cup of milk. The daily minimum requirement for 9-12 grade is 5 cups of milk.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for milk will be met for lunch during the days containing the shortage. In addition, describe specifically how the weekly minimum requirement for milk will be met for lunch during the review period.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Dietary Specification Assessment Tool (Off Site Review)	
Question #	10	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/26/2024 03:19 PM</p>	<p>Finding: The daily minimum requirement for meat/meat alternate was not met for the 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: Friday- 0oz. equivalent of meat/meat alternate planned. The daily minimum requirement for 9-12 grade is 2oz. equivalent of meat/meat alternate. In addition, the weekly minimum requirement for meat/meat alternate was not met for the 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: 8oz. equivalent of meat/meat alternate. The weekly minimum requirement for 9-12 grade is 10oz. equivalent of meat/meat alternate.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for meat/meat alternate will be met for lunch during the day containing the shortage. In addition, describe specifically how the weekly minimum requirement for meat/meat alternate will be met for lunch during the review period.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Dietary Specification Assessment Tool (Off Site Review)	
Question #	11	
TA Log #	No TA Log# found	

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Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/26/2024 03:07 PM</p> <p>Finding: The daily minimum requirement for fruit was not met for the 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: Wednesday- 1/2 cup of fruit and Friday- 0 cups of fruit planned. The daily minimum requirement for 9-12 grade is 1 cup of fruit. In addition, the weekly minimum requirement for fruit was not met for the 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: 3 1/2 cups of fruit. The weekly minimum requirement for 9-12 grade is 5 cups of fruit.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for lunch at the high school during the days containing the shortage. In addition, describe specifically how the weekly minimum requirement for fruit will be met for lunch at the high school during the review period.</p>
Site Name	BELIEVERS IN CHRIST
Form Name	Dietary Specification Assessment Tool (Off Site Review)
Question #	12
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/26/2024 03:26 PM</p> <p>Finding: The daily minimum requirement for grains was not met for the 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: Monday- 1oz. equivalent grain and Friday- 0oz. equivalent grain were planned. The daily minimum requirement for 9-12 grade is 2oz. equivalent of grain. In addition, the weekly minimum requirement for grains was not met for 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: 7oz. equivalent of grains. The weekly minimum requirement for 9-12 grade is 10oz. equivalent of grain.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for grain will be met for lunch during the days containing the shortage. In addition, describe specifically how the weekly minimum requirement for grains will be met for lunch during the review period.</p>
Site Name	BELIEVERS IN CHRIST
Form Name	Dietary Specification Assessment Tool (Off Site Review)
Question #	20
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/25/2024 05:07 PM</p> <p>Finding: K4 students not co-mingled at breakfast and lunch should be following the preschool meal pattern and have separate production records with specific portion sizes listed.</p> <p>Corrective Action: Submit one week of completed breakfast and lunch production records for students following the preschool meal pattern. Pick one week after the review has been completed but prior to the corrective action due date.</p>
Site Name	BELIEVERS IN CHRIST
Form Name	Dietary Specification Assessment Tool (On Site Observation)
Question #	2
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

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Corrective Action History	Flagged 03/26/2024 03:32 PM	<p>Finding: The daily minimum requirement for milk was not met for K-12 grade group meal pattern for breakfast during the review period at the high school. The following represents the planned portion sizes: Friday- 0 cups of milk planned. The daily minimum requirement for K-12 grade is 1 cup of milk at the high school. In addition, the weekly minimum requirement for milk was not met for the K-12 grade group meal pattern for breakfast during the review period at the high school. The following represents the planned portion sizes: 4 cups of milk. The daily minimum requirement for K-12 grade is 5 cups of milk at the high school.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for milk will be met for breakfast during the day containing the shortage at the high school. In addition, describe specifically how the weekly minimum requirement for milk will be met for breakfast during the review period at the high school.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	11	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 03:37 PM	<p>Finding: The daily minimum requirement for fruit was not met for K-12 grade group meal pattern for breakfast during the review period at the high school. The following represents the planned portion sizes: Friday-0 cups of fruit planned. The daily minimum requirement for K-12 grade is 1 cup of fruit at the high school. In addition, the weekly minimum requirement for fruit was not met for K-12 grade group meal pattern for breakfast during the review period. The following represents the planned portion sizes: 4 cups of fruit. The weekly minimum requirement for K-12 grade is 5 cups of fruit at the high school.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage at the high school. In addition, describe specifically how the weekly minimum requirement for fruit will be met for breakfast during the review period at the high school.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	13	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 03:44 PM	<p>Finding: The daily minimum requirement for grains was not met for K-12 grade group meal pattern for breakfast during the review period at the high school. The following represents the planned portion sizes: Friday- 0oz. equivalent grain planned. The daily minimum requirement for K-12 grade is 1oz. equivalent of grain at the high school. In addition, the weekly minimum requirement for grains was not met for K-12 grade group meal pattern for breakfast during the review period at the high school. The following represents the planned portion sizes: 8oz equivalent of grains. The weekly minimum requirement for K-12 grade is 9oz. equivalent of grain at the high school.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for grain will be met for breakfast during the day containing the shortage at the high school. In addition, describe specifically how the weekly minimum requirement for grains will be met for breakfast during the review period at the high school.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 03/15/2024 01:01 PM	<p>Finding: The correct non-discrimination statement was not included on all program materials. It is missing from the Local Wellness Policy, is incorrect as listed on the school food service website, most other program materials include the 2022 version, and the shortened statement is incorrect as listed on the menus.</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. If the SFA is claiming the Title IX religious exemption, the 2015 version of the non-discrimination statement is allowable, and can be found here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/2015-usda-non-discrimination-statement-english.docx. Upload into SNACS a copy of materials updated.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/15/2024 01:11 PM	<p>Finding: The SFA did not have a copy of the food safety plan updated for the 2023-24 school year at the elementary school. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>Corrective Action: Update the elementary school food safety plan to be specific to current operations at the school for the current 2023-24 school year and upload the updated food safety plan into SNACS.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/15/2024 01:24 PM	<p>Finding: The meal counting and claiming system does not result in accurate meal counts. Month of review meal counts are not combined and recorded correctly.</p> <p>Corrective Action: Correct the meal counting process to ensure meal counts are correctly counted. Submit a statement describing the corrected system along with a timeline for implementation.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 01:44 PM	<p>Finding: A total of 14 non-reimbursable breakfast meals were served to students in K4 and Kindergarten. Students were served a 1oz. equivalent grain, 1 cup of milk and less than a 1/2 cup of fruit. Students must be served at least 1/2 cup of fruit.</p> <p>Corrective Action: No further corrective action needed.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Day of Review (400-408)	

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Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/26/2024 01:39 PM</p>	<p>Finding: A total of 4 non-reimbursable meals were observed at lunch from K4 because they were not served all the meal components. These students were missing the milk component. Preschool students must be served all the required components in at least the minimum amounts at each meal.</p> <p>Corrective Action: Submit a statement specifically describing how meal service will change so preschool students are served all the meal components.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/25/2024 05:12 PM</p>	<p>Finding: Students in Kindergarten were only offered 1% white milk at breakfast and skim chocolate milk at lunch. Grades K-8 must be offered a variety of milk (at least two allowable milk types) at lunch and breakfast. Allowable milk types in USDA School Meals Programs are low-fat and fat-free flavored or unflavored milk and lactose-free or lactose-reduced fat-free or low-fat milk.</p> <p>Corrective Action: Submit a statement of understanding that students following the K-8 meal pattern must be offered at least two allowable milk types at breakfast and lunch.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/25/2024 04:50 PM</p>	<p>Finding: Signage was not posted at the elementary site for breakfast and at the high school site for breakfast and lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of breakfast and lunch signage posted near the serving line at the high school. In addition, submit a picture of breakfast signage posted near the serving line at the elementary school.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/26/2024 02:33 PM</p>	<p>Finding: Fiscal action is required for a missing component. During the week of review, the milk component was not recorded on the production records and neither the milk temperatures nor the milk cooler temperatures were recorded to</p>

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		confirm milk was served at the high school. Therefore, fiscal action will be assessed for the high school site (9-12 age/grade group) on the following days missing the milk component at lunch: Monday (25 meals), Tuesday (23 meals), and Thursday (26 meals) for a total of 74 non-reimbursable lunch meals. Fiscal action will also be assessed at the high school site on the following days missing the milk component at breakfast: Monday (19 meals), Tuesday (17 meals), and Thursday (17 meals) for a total of 53 non-reimbursable breakfast meals. Corrective Action: Submit a statement of understanding that all meal pattern components will be recorded on the breakfast and lunch production record to confirm a reimbursable meal was offered and served.
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 02:45 PM	Repeat Finding: Fiscal action is required for a repeat missing vegetable subgroup. During the week of review, there were 0 cups of dark green vegetables offered to students in 9-12 grade when the minimum requirement of dark green vegetables is 1/2 cup. Therefore, fiscal action will be assessed on Tuesday, February 13, the day during the week of review with the lowest meal participation. A total of 23 lunch meals will be reclaimed at the high school. Corrective Action: Describe specifically how the weekly minimum requirement for vegetable subgroup dark green vegetables will be met for lunch during the week of review.
	CAP Removed 04/04/2024 03:31 PM	CAP Removed
	Flagged 04/04/2024 03:35 PM	Finding: Fiscal action is required for a repeat missing vegetable subgroup. During the week of review, there were 0 cups of dark green vegetables offered to students in 9-12 grade when the minimum requirement of dark green vegetables is 1/2 cup. Since meals are already being reclaimed on the date during the week of review with the lowest meal participation due to a missing milk component, these meals cannot be reclaimed a second time. Please note, a repeat vegetable subgroup shortage will be subject to fiscal action in future Administrative Reviews. Corrective Action: Describe specifically how the weekly requirement for vegetable subgroup dark green vegetables will be met for lunch during the week of review for the high school.
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/25/2024 05:04 PM	Finding: No production records or transport sheets were used at the high school. Since the elementary and high school are in two separate locations the high school must have separate production records onsite. Corrective Action: Submit two weeks' worth of completed high school breakfast and lunch production records. Pick two weeks after the review has been completed but prior to the corrective action due date.
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	

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Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/25/2024 05:01 PM</p> <p>Finding: The production record does not list all the items being served. Additionally, it was observed that the production records were not filled out prior to meal service with all foods being served with portion sizes and available to staff prior to meal service. Production records are intended to be useful tools to record information prior to production, during production and following production in addition to being documentation that all meal components were offered to students according to meal pattern requirements.</p> <p>Corrective Action: Submit a statement of understanding that all food items with serving sizes are to be recorded on the production record and given to staff prior to meal service beginning.</p>
Site Name	BELIEVERS IN CHRIST
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	432
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 04/01/2024 05:24 PM</p> <p>Finding: Production records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components. Without production records, there is no way to prove that reimbursable meals were served. Despite production records being uploaded in SNACS for the week of review there were no production records kept onsite. In March, during the day of observation, DPI asked to review the entire month of March production records, but they were not onsite.</p> <p>Corrective Action: Submit a statement of understanding that production records will be completed and remain onsite due to being federal documentation proving reimbursable meals were offered and served. In addition, acknowledge that production records must remain onsite for three years plus the current year according to federal record retention regulations.</p>
Site Name	BELIEVERS IN CHRIST
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	433
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/26/2024 01:59 PM</p> <p>Finding: Acceptable crediting documentation was not available for the: Salisbury Steak, Scalloped Potatoes, Soft Flour Shell, Chili, Hot Dog and Poptart. Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting.</p> <p>Corrective Action: Submit acceptable crediting documentation for the Salisbury Steak, Scalloped Potatoes, Soft Flour Shell, Chili, and Hot Dog.</p>
Site Name	BELIEVERS IN CHRIST
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	436
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

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Corrective Action History	Flagged 03/26/2024 02:06 PM	<p>Finding: Several foods offered at breakfast credit less than 1 oz. eq. grain: Nature Valley Chewy Granola Bars, Quaker Oats Granola Bars, and Betty Crocker Chocolate Chip Oatmeal Bar. In order for a grain to be considered an item, it must credit at least 1 oz. equivalent. These grain options must be bundled together so that students have at least 1 oz. eq. If these grains credit as more than 1/2 ounce equivalent of grain, crediting documentation would be needed beyond the nutrition facts label.</p> <p>Corrective Action: Submit a statement of understanding that either these items will be bundled together to ensure 1 oz. equivalent grain is offered or removed from the menu.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 02:53 PM	<p>Finding: The daily minimum requirement for vegetables was not met for 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: Friday- 0 cups of vegetables. The daily minimum requirement for 9-12 grade is 1 cup of vegetable. In addition, the weekly minimum requirement for vegetables was not met for 9-12 grade group meal pattern for lunch during the review period. The following represents the planned portion sizes: 4 cups of vegetable. The weekly minimum requirement for 9-12 grade is 5 cups of vegetable.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for vegetable will be met for lunch during the day containing the shortage. In addition, describe specifically how the weekly minimum requirement for vegetable will be met for lunch during the review period.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 01:47 PM	<p>Finding: A total of 7 non-reimbursable meals were observed at breakfast during the day of onsite. The meals did not contain the required 1/2 cup fruit, vegetable, or combination under Offer vs. Serve.</p> <p>Corrective Action: Submit a statement which indicates understanding that students must select three full components, one of which is 1/2 cup fruit, vegetable, or combination, under Offer vs. Serve. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Offer vs Serve (500-502)	
Question #	501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2024 04:03 PM	<p>Finding: The menu planner and staff seemed unclear about the preschool meat pattern and elementary and high school breakfast and lunch meal pattern requirements. Meal pattern resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources will also be</p>

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		<p>helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns:~text=Policy-,Meal%20Patterns,-Title%20/%20Description).</p> <p>Corrective Action: Have all food service staff complete training on the preschool meal pattern and breakfast and lunch meal pattern. Please submit details regarding when and where the training was held, who attended, and how the training was conducted or submit a certificate of completion for each employee if completing DPI's Meal Pattern Trainings for Preschool Meal Pattern, Breakfast Meal Pattern and Lunch Meal Pattern.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/26/2024 01:54 PM</p>	<p>Finding: The daily minimum requirement for fruit was not met for K4 following the preschool meal pattern and Kindergarten following the K-8 age/grade group for breakfast during the day of review. The following represents the planned portion sizes: day of onsite contained 1/2 pear from 130 count box of pears which is less than 1/2 cup of fruit according to the USDA Food Buying Guide. The daily minimum requirement for K4 students following the preschool meal pattern is 1/2 cup of fruit. The daily minimum requirement for Kindergarten students following the K-8 meal pattern is 1 cup of fruit.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage for students following the preschool meal pattern. In addition, describe how the daily minimum requirement for fruit will be met for kindergarten following the K-8 meal pattern.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/09/2024 12:08 PM</p>	<p>Finding: The current nondiscrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students at both the Elementary School location as well as the High School location (FNS Instruction 113).</p> <p>Corrective Action: Hang an 11"x17" USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Due to the SFA claiming the Title IX Religious Exemption, the 2019 version of the "And Justice for All" poster is allowable and required. Corrected while onsite at the Elementary School, no further action required at the Elementary School. Provide an image of how this requirement will be met by uploading into SNACS a picture of the appropriate "And Justice for All" poster displayed in the serving area of the High School.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/09/2024 12:26 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent</p>

Administrative Review Report

Believers in Christ Ministries, Inc.

		food safety inspection report will be posted and visible to the public. Corrected onsite, no further action required.
Site Name	BELIEVERS IN CHRIST	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1408	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/09/2024 12:40 PM	<p>Finding: Temperatures (refrigerator, freezer, food, milk coolers, dish machine) must be recorded daily (7 CFR 210.13). The requested temperature logs were not available for review for the refrigerator used at the High School.</p> <p>Corrective Action: Upload one month of completed temperature logs for the refrigerator at the High School into SNACS and provide a statement indicating how temperatures will be monitored and how logs will be retained going forward.</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/25/2024 04:56 PM	<p>Finding: The following product was identified in the SFA's storage area as non-domestic and not documented: Cucumbers from Mexico.</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products: Cucumbers (Mexico). Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>
Site Name	BELIEVERS IN CHRIST	
Form Name	Special Provisions (2113-2117)	
Question #	2115	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/09/2024 03:03 PM	<p>Finding: The SFA did not upload documentation into SNACS showing the CEP notification letter to households for the 2023-24 school year was distributed.</p> <p>Corrective Action: Upload an example of a CEP notification letter sent to a specific household for the 2023-24 school year and submit a statement explaining the plan to ensure that the CEP notification letter is sent to all households after July 1 but prior to the start of the 2024-25 school year. Please ensure the CEP notification letter used contains the full and correct 2019 version of the non-discrimination statement used for SFAs claiming the Title IX Religious Exemption.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/13/2024	4713		Administrative Review		FSD			
Comments								
						Created By		Created Date

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It is recommended to post the Local Wellness Policy to the school website, along with the most recent Triennial Assessment documentation and information for how the public can participate in the Local Wellness Policy committee to review and update the policy.					4/9/2024 4:10:52 PM
03/13/2024	4712		Administrative Review	FSD	
Comments					
					Created By
					Created Date
It is advised to maintain physical documentation, such as email communication, from the local health department to verify that communication regarding the SFA's request for an inspection at the alternate meal service site occurred, and which detail the response from the local sanitarian declining an inspection for the site.					4/9/2024 4:08:22 PM
03/13/2024	4711		Administrative Review	FSM	
Comments					
					Created By
					Created Date
Due to being CEP SFA-wide, and to be in accordance with the Permanent Agreement, breakfast and lunch must be offered to all students on each scheduled school day.					4/9/2024 4:04:31 PM
03/12/2024	4603	2	Administrative Review	BELIEVERS IN CHRIST	FSD
Comments					
					Created By
					Created Date
Kindergarten students must follow the K-8 meal pattern. During the onsite review it was observed they were following the preschool meal pattern which was fixed prior to lunch meal service but not prior to breakfast meal service.					3/25/2024 5:16:01 PM
03/12/2024	4622	403	Administrative Review	BELIEVERS IN CHRIST	FSD
Comments					
					Created By
					Created Date
The printed menu should list all components included with the reimbursable meal. Currently, on the bottom of the breakfast cycle menu, milk is listed with the choices offered but there is no indication that milk is served daily. It is recommended that milk is added to the daily menu or stated that milk is served daily.					3/26/2024 4:37:33 PM
03/12/2024	4621	435	Administrative Review	BELIEVERS IN CHRIST	FSD
Comments					
					Created By
					Created Date
There is no K-12 meal pattern at lunch, therefore, recipes served at lunch should have the correct grade grouping listed such as K-8 and/or 9-12 age/grade group associated with the recipe.					3/26/2024 4:15:04 PM
03/12/2024	4620	403	Administrative Review	BELIEVERS IN CHRIST	FSD
Comments					
					Created By
					Created Date
Since small amounts of milk were pulled out of the cooler and placed on a cart for each grade of students going through the line, sometimes there was not a variety of milk available to students if all milk of one type was chosen. It is recommended to pull out enough milk types for each grade so that all students have a variety of milk to choose from.					3/26/2024 4:08:43 PM